

City of Chattanooga, TN
Personnel Class Specification

Class code 0381

FLSA: Non-Exempt

CLASSIFICATION TITLE: CULTURAL ARTS SPECIALIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, organize, and conduct programming at a city cultural arts center, including youth camps, classes, arts and crafts, music, and special arts projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plans and conducts arts and music classes, programs and camps at recreation centers and cultural arts center.

Monitors classes, camps, and programs to ensure proper conduct by participants and to ensure adherence to policies and procedures.

Assists in developing and designing program schedules and instructional materials.

Serves as instructor for ceramics classes, art classes, and special project classes.

Operates kiln to fire pottery and ceramics; pours ceramic molds.

May assist in recruiting and training instructors and volunteers for classes, programs, and special events.

Monitors the use, care, and condition of arts center, vehicles, and equipment.

Assists in ordering supplies, equipment and materials for classes and activities; monitors inventories and restocks supplies as needed; performs courier duties in picking up supplies and materials for classes.

Provides assistance to class participants and the general public regarding registration deadlines, class information, and department policies and procedures.

Conducts program and class registrations; accepts applications and registration forms; reviews and verifies participant information; develops registration sheets;

accepts payments for registration fees; maintains registration records; balances cash receipts.

Reviews and files registration forms, parental permission slips, leave forms, and other documents.

Maintains and updates registration records and mailing lists.

Writes correspondence, memos, and press releases; drafts reports; designs flyers and brochures using word processing and desktop publishing computer applications.

Completes time sheets, instructor attendance reports, event schedules, accident reports, inventory sheets, supply orders, purchase vouchers, and other records.

Distributes cultural arts promotional information to schools, local businesses, and community groups to encourage participation and support.

Interacts with outside agencies, schools, community groups, program participants, instructors and staff, the media, and others in promoting and organizing classes, programs, and activities.

Refers to city policies and procedures, handbooks and manuals, program guidelines, administrative records, registration materials, attendance rosters, and other documents in performing assigned duties.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Associate's degree with course work emphasis in Fine Arts, music, or closely related field; supplemented by 5 months previous experience and/or training involving cultural arts and conducting, administering, or coordinating arts programs; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference and descriptive data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, rain, temperature and noise extremes, machinery, electric currents, traffic hazards, toxic agents, or violence.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.